

# EXPIRED ESD REQUISITION REPORT

## AWAITING PARTS UNIT

06 February 2002

### Objective

The objective of the Expired ESD Requisition Report is to conduct MILSTRIP follow-up action on requisitions that the Estimated Shipment Date (ESD) has passed.

### Reference

CNAPINST 4440.2

### Background

When material is not available in the supply system the Inventory Control Point (ICP) will place the requisition in some form of backorder status. The requisitioner may receive BB, BV or BZ status with an ESD to show when it is estimated that the material will be shipped to the requesting activity thus, at times ESDs will expire and will need to be updated. Generally, ESDs are computer generated and may not accurately reflect the actual shipment date. When an ESD has passed, research and MILSTRIP follow-up action needs to be taken to update local status.

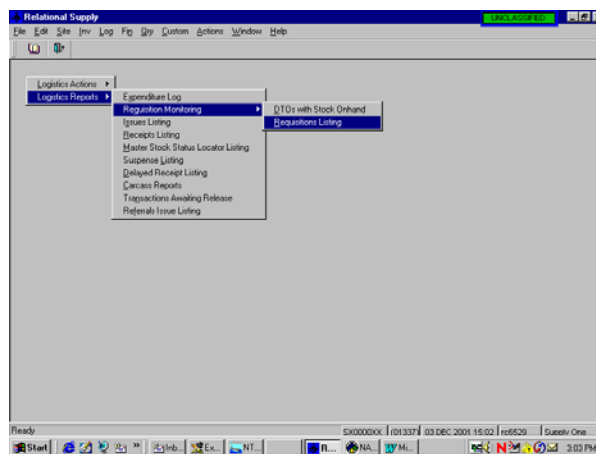
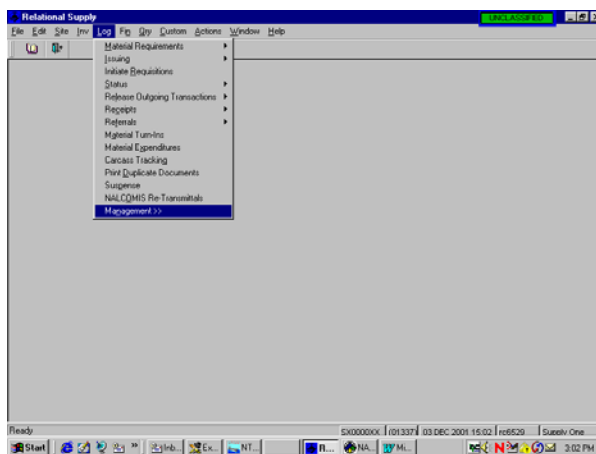


Ensure you read the whole step before you perform the step. Some steps include explanations as to why that step is necessary and some steps have multiple sub-steps.

Buttons are located on the Document Control and the standard toolbar. Icons refer to buttons that are located on pull down menus.

### ACTIVE REQUISITION TABLE MAINTENANCE REPORT PRINTING PROCEDURES

1. This report will be printed on a weekly basis by the CCS LPO.
2. On the RSupply main menu, click the <Log> icon and then click the <Management> button. Then click the <Logistics Reports> button, then <Requisition Monitoring> button and then the <Requisitions Listing> button.



3. On the Requisition Listing screen the following data entries will be made:

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a. For AWP Hi-Priority requisitions:

SECTION	OPTIONS	SELECTION
Designate Material	DTO	Click DTO button
Optional	Fund Code	Enter JE (AIRPAC AOM)
Optional	Project Codes	ZC8, BK0, BK1, ZY3, ZQ9
Status	Cancellation Status	Click Expired ESD button

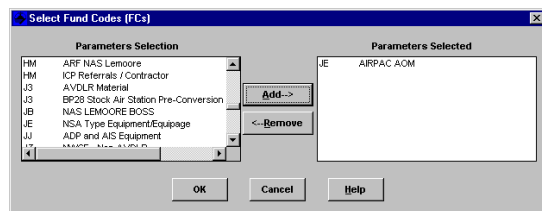
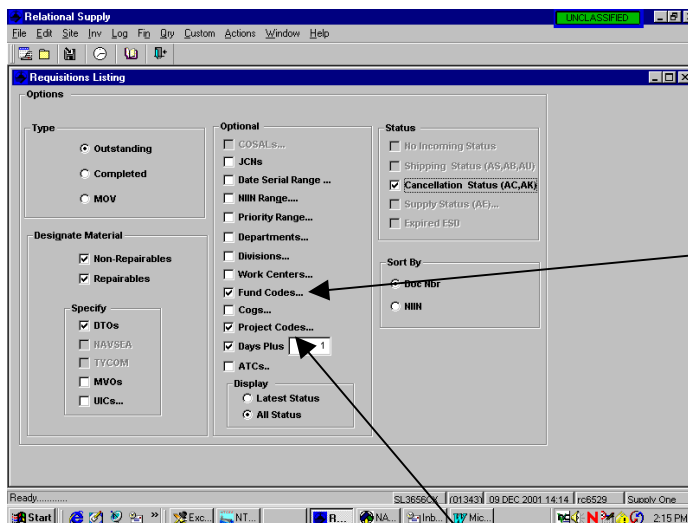
Table 1

b. For AWP Low-Priority requisitions:

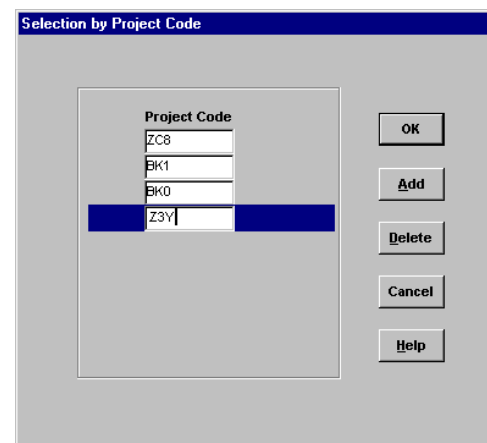
SECTION	OPTIONS	SELECTION
Designate Material	DTO	Click DTO button
Optional	Fund Code	Enter JE (AIRPAC AOM)
Optional	Project Codes	AK2, MK2
Status	Cancellation Status	Click Expired ESD button

Table 2

c. The Requisitions Listing screen will have the following options marked:



When you click the Fund Code button you will have to select the desired Fund Code.



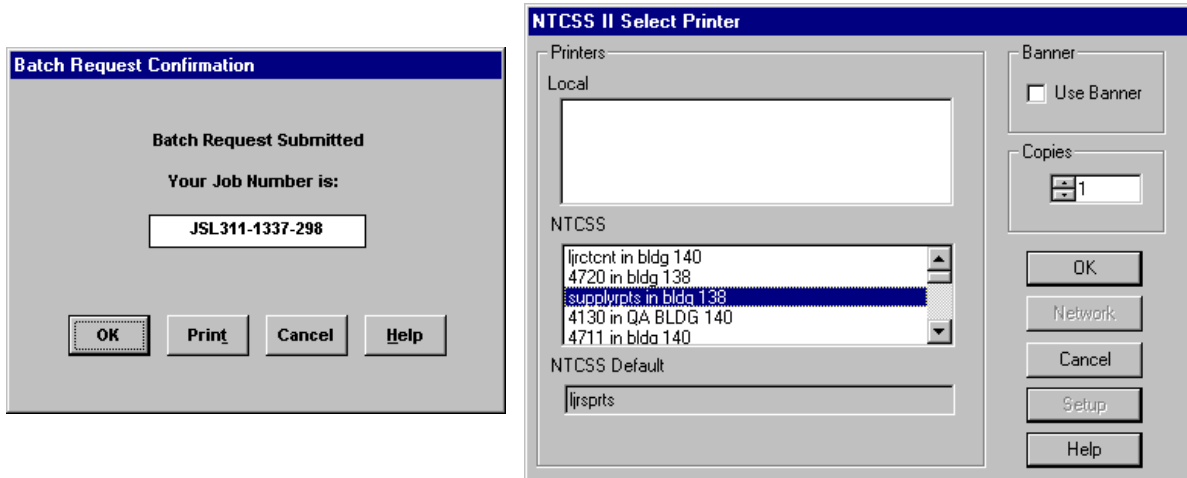
When you click the Project Code button you will have to enter the desired Project Codes (five (5) entries maximum).

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- Once the options have been selected, click the <Apply> icon.
- On the "Batch Request Confirmation" screen, click the <OK> button. Then on the NTCSS II Select Printer screen select the printer you want to print on and then click the <OK> button. On the NTCSS PID screen, click the <OK> button.



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### ACTIVE REQUISITION TABLE MAINTENANCE PROCEDURES

1. Review the report to ensure that the printed report matches the selected criteria that you entered. On the first page of the report will list the criteria that were selected. **CAUTION:** Requisitions may be listed on several reports if it meets the criteria requirements for that report. For example, if a requisition had an AC1 sent and also has an expired ESD it will be listed on both the Cancellation Status report and the Expired ESD report simultaneously.
2. When an activity submits a MILSTRIP A0A DOC ID to the POE and the requisition goes into some form of backorder status, the POE should respond with one of the following types of status' (The POE may issue other status updates as appropriate):

STATUS	DEFINITION
BB	Back ordered against a due-in stock.
BC	Back ordered long delay is anticipated.
BV	Item procured on direct vendor delivery for shipment to requisitioner.
BZ	Requisition being processed for direct delivery procurement.
N7	Item been referred for direct delivery against commercial repair contract.

Table 3

3. Before MILSTRIP action is taken check for updated status in the following systems or web sites to ensure that RSupply has the most current status.
  - a. Check the status in NALCOMIS on the DDSN Inquiry screen. If NALCOMIS has updated incoming status annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** When NALCOMIS incoming status is more current than RSupply status this is usually due to the storekeeper or clerks posting status in NALCOMIS vice in RSupply.

The screenshot shows the NALCOMIS IMA [DDSN Inquiry - Basic] window. The 'Basic' tab is active, displaying various fields for requisition data. The 'Current Status' field shows 'REFER' with a value of 'D1289' and 'D1344'. The 'Quantity Data' field shows 'Ord: 1', 'ROB: 0', 'ISSP: 0', 'CNO: 0', and 'Disc: 0'. The 'Maintenance Data' field shows 'MCN: F9F9NB', 'JCH: P9F285073', 'Org: F9F', 'WC: F4D', 'RINO/SERNO: 000040', 'Cur MCN: F9F9NB', 'Rep MCN: P9F9NB', 'TEC: DCHA', 'WUC: 74HD000', 'Latest Status: 296BEN32', 'Qty Cd: D1317', and 'Dt Last Fol Up: D1317'. The 'History' tab is also visible, showing a list of transactions.

- b. If a requisition was referred to N32 check the web site for status. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date.

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USER ID: ZKH1036 PROGRAM KS OUTPUT VERSION A03A 01/12/10  
 PAGE 1 OF 1 DOCUMENT STATUS FILE DATA 15:52:03

DOCUMENT NUMBER: N44321<1250<GT87 OPTION:  
 A0A-N32-S-2995012374089TN-EA\*00001\*N44321<1250<GT87<R- -A  
 JE-Z7R-AK0(03)999-SG-271-A E- - Y0  
 3-A -01271-01314-00000- ( )  
 S8077740 00-M-Y-E-N-1-01299-  
 -BB\*00001\*EA-01344-01274-M-00000-C-D-00000-0-Y- -0-A-X

FF1=VALID KEYS FF7/19=PAGE BACKWARD FF8/20=PAGE FORWARD  
 LAST PAGE CURRENTLY DISPLAYED

ONLINE

- c. If a requisition was referred to DLA check the WEBCATS web site for status. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date. The following table is provided for information:

COG	ICP RIC
3G/9G	S9G
3Z/9Z	S9I
3C/9C	S9C
3N/9N	S9E

Table 4

Requisition Inquiry

Download to Excel? Modify Your Search Query?

Displaying Requisitions 1 - 1 of 1

Requisition Number	Suffix	National Stock Number	Quantity	Priority Code	Modified Priority Code	Required Delivery Date	Modified RDD	Milstrip Status Code	Supplementary Address
N443211324G585		1620010888494	1	06	06	777	777	BV	Y

Displaying Requisitions 1 - 1 of 1

Jump to Record Number: [ ] Go!

- d. VLIPS web site may also be checked for current status - DLA, NAVICP-P, FISCs and Boeing FIRST (QW4) transmit status to this site.
4. After checking the above systems/web sites and there is no new status showing a referral/an issue (BM or BA) or if the ESD has not been updated in the supply system then an AF1 DOC ID MILSTRIP follow-up will have to be processed, follow the MILSTRIP FOLLOW-UP PROCEDURES. The AF1 will be sent to the last holding activity.

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5. At times conducting MILSTRIP follow-up actions do not cause the ICP to update requisition status. If this is the case, contact the appropriate POE Customer Service for assistance. Contact your Lead or LPO for any additional guidance that you may need.
6. After you have completed follow-up actions and/or completely annotated the report, initial the first page and place the Julian Date next to your initials.
  - a. The weekly report will be routed to the CCD Officer or the ASD LCPO for management review.
7. File the report in the AWP RSupply Expired ESD Report binder and retain for six (6) months.